# Updating Your Invoice Workbook & Submitting the First ARPA Invoice

January 2022



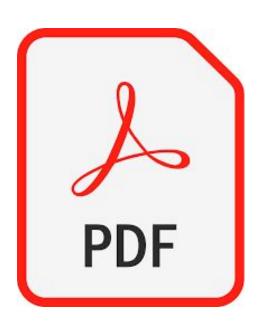
#### Overview of Steps

- 1. Open your Invoice Workbook and approved ARPA Budget
- Refamiliarize yourself with the ARPA invoice and budget tabs of the workbook, beginning in October
- 3. Fill out the ARPA BUDGET tab to reflect your ARPA budget
- 4. Fill out the January ARPA tab (personnel and worksheet forms)
- 5. Ensure that the January ARPA invoice tab includes all expenses from October through December 2021 (Do not edit previously submitted invoices)
- 6. Submit PDF January worksheet and invoice to: ofv.invoices@dss.virginia.gov

## 1: Open your Invoice Workbook and approved ARPA Budget



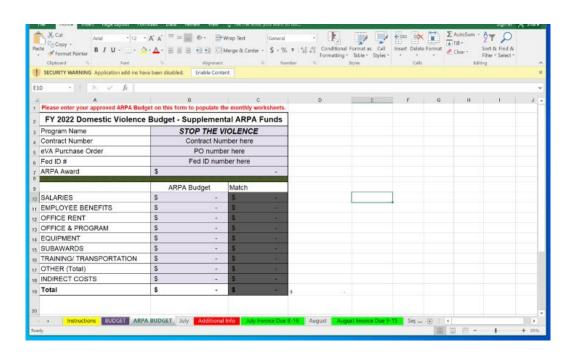
ARPA SSS DV FY22 Monthly Invoice Workbook



Att. E. ARPA Budget

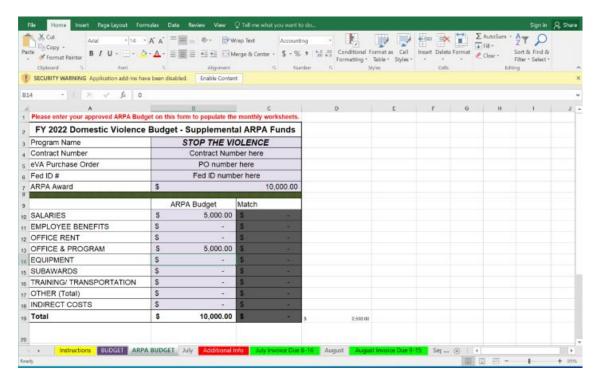
#### 2. Refamiliarize yourself with the workbook

- Instructions tab
- BUDGET tab
- ARPA BUDGET tab
- ARPA sheets, beginning in October



### 3. Fill out the ARPA BUDGET tab to reflect your ARPA budget

- The program name, contract number, PO number, Fed ID should be pre-populated
- Fill in the budget allocations for each category (e.g. salaries, benefits, etc.)
- The total amount should match the ARPA Award, both cells will auto-calculate.



#### 4. Fill out the January ARPA tab (scroll for 2 pages)

Refer to your approved ARPA budget to complete the:

- Personnel Expense form (yellow cells):
  - Enter in staff names and titles
  - Enter in staff's % of salary, gross salary, as well as FICA, retirement, and insurance percentages.
- Invoice Worksheet (yellow cells)
  - Enter DSS award expenditures for each category
  - Print name, email title and phone number for signature
  - Sign and date

Include any approved budget expenditures incurred from Oct 1-Jan 31

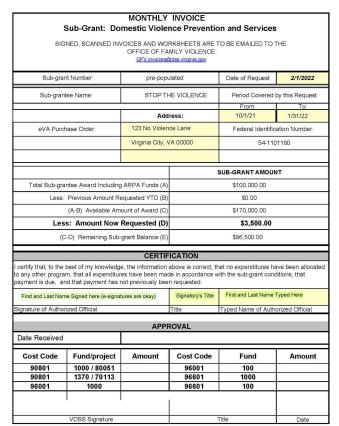
Do not edit any previously submitted invoices.



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Office and Program	90.00	90,00	90.00	90.00	90.00	90.00	\$0.00	90.00		
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Dispersion	90.00	90.00	90.00	90.00	90.00	93.00	10.00	90.00		
Training Transportation	90.00	90.00	90.00	30.00	92.00	90.00	10.00	90.00		
Other (Total)	50.00	\$0.00	50.00	50.00	50.00	\$3.00	50.10	90.00		
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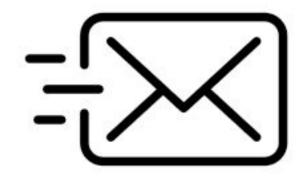
#### 5. Complete the January worksheet and invoice

- Complete date of request,
   address, period of invoice (dates)
- Enter signatory's title and typed first/last names
- Sign the sheet



#### 5. Submit PDF both worksheets and invoice

- PDF signed January ARPA tab (personnel expense and invoice worksheets)
- PDF signed January tab (personnel expense and invoice worksheets)
- PDF signed January Invoice
- Combine all three PDFs and email to: <u>ofv.invoices@dss.virginia.gov</u>



#### A Few ARPA FAQs

- Do I need to copy my OFV contracts administrator when I email invoices to <u>ofv.invoices@dss.virginia.gov</u>? No, we ask that you only send the invoice to the specified email address. This ensures the OFV team has access to the invoice in the case of staff leave and keeps the administrator inboxes less full.
- 2. How can I update a locked cell in my invoice workbook? Workbooks can only be unlocked by OFV staff, so please contact your administrator for assistance.
- 3. How many amendments can I make to my ARPA budget? There is a 2 modification limit to your <u>full DSS budget</u>, per fiscal year. The ARPA budget modification does not offer opportunities for additional modifications.
- 4. How can I submit a budget amendment? There is an amendment tab in your FY22 Budget (excel version). All amendments are due by the 15th of the month prior to the proposed effective date. The last day for all amendments is April 15th.

Contact your OFV contract administrator directly with any other questions!

### Thank you!

